





# APPROVER / FUND CERTIFIER QUICK REFERENCE GUIDE

(ARC v3.0 04/03/09)

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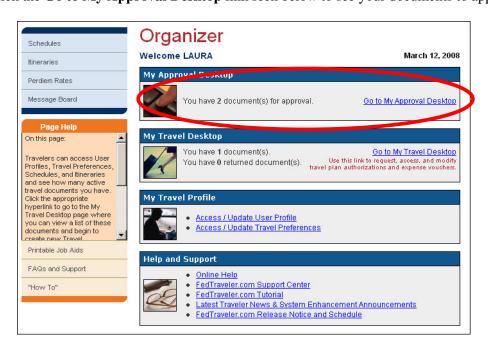
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#### **❖ CONTACTS AND SUPPORT**

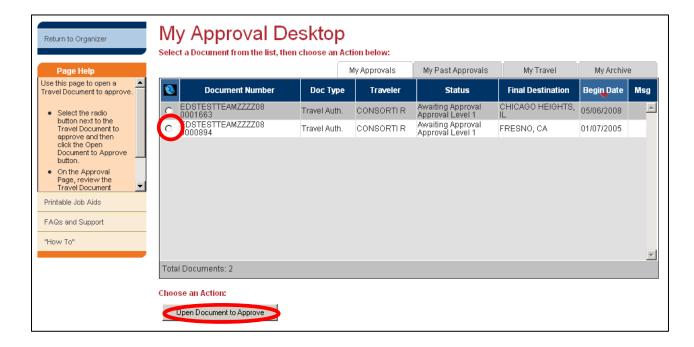
- ARC Travel Website: cfo.arc.nasa.gov/travel.html
- General FedTraveler.com Questions: 4-2000 or arc-help@mail.nasa.gov
- Contact during domestic travel: 1-888-353-5873
- ARC Travel Office: ARC-CTO@mail.nasa.gov

## **❖ REVIEW / APPROVE TRAVEL DOCUMENTS**

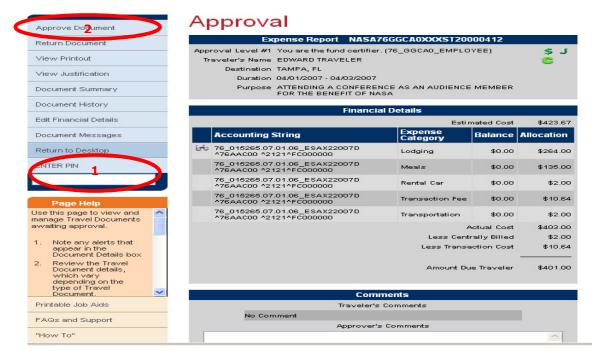
- Approvers and Fund Certifiers will receive an e-mail notice of a new approval requested.
- Log in to <a href="https://www.fedtraveler.com">https://www.fedtraveler.com</a>.
- Click the Go to My Approval Desktop link seen below to see your documents to approve.



- The **My Approval Desktop** page displays a list of all documents waiting for review or approval. Documents may be sorted by clicking the column headers.
- It is requested that all authorizations for travel within one week be approved first, followed by expense reports and other travel authorizations.
- The approval process is begun by first selecting a document's radio button.



- Next, click the **Open Document to Approve** button.
- The Approval summary page will display for review. You may click the **Document Summary** link in the left-hand column for more details.
- Approvers and Fund Certifiers can take the following actions on travel documents:
  - o Approve
  - o Change WBS (fund certifier only) and approve
  - Return to the preparer for modification
- To approve the document, enter your PIN (same PIN as used to log into FedTraveler.com) into the box on the left column, and then click **Approve Document**. The document may be returned by clicking **Return Document**. See image on the next page.



- If approved, the document is sent to the next approver.
- The browser will return to the starting page.
- Repeat the review and approve steps for each of the travel documents in the queue.

### **❖ FUND CERTIFIERS: ADDITIONAL STEPS**

- (1) During approval, the fund certifier must confirm that the travel authorization was created by a preparer in the Central Travel Office. This is confirmed by noting whether an Alternate Preparer is listed at the top of the document summary in addition to the traveler's name. If only the traveler is listed, the document should be returned with a note indicating that only travel preparers may create travel authorizations and the traveler should submit the Travel Request Worksheet available at <a href="http://cfo.arc.nasa.gov/travel.html">http://cfo.arc.nasa.gov/travel.html</a>.
- (2) If there are multiple accounting strings for a particular travel document, fund certifiers for each WBS will all be notified simultaneously. The document will not proceed to the next approval level until all accounting strings have been approved by their respective WBS element owners.
- (3) As the Fund Certifier, financial details may need to be modified. Please follow these steps to make updates:
  - From the **Approval** page, select the **Edit Financial Details** menu option in the left-hand column.
  - Click the **Edit** link next to the Accounting String to be modified (see screen shot on the next page).



• Click **Modify** and then use the **Select Value** buttons to modify the appropriate fields. Note that the information can only be changed by selecting or searching for values, **not** by typing directly in the text boxes.



- Click the **Submit Accounting String** button to save your changes and return to the **Financial Summary** page.
- Select the **Return** menu option to save your changes and return to the **Approval** page.

## **❖** UPDATES TO APPROVER / FUND CERTIFIER ROLE MAPPING

• Changes to the list of approvers or fund certifiers may be made at <a href="http://cfo.arc.nasa.gov/travel.html">http://cfo.arc.nasa.gov/travel.html</a> at the Fund Certifier Change and Approver Change links on the left-hand column.